



Department of Energy
Washington, D. C. 20585

November 6, 2008

MEMORANDUM FOR: Program Office Resource Managers

FROM:

Howard G. Borgstrom 
Working Capital Fund Manager

SUBJECT:

October Notional Working Capital Fund Billing

This memorandum transmits the October 2008 estimate for your program for the Working Capital Fund. This bill is not being forwarded to Chief Financial Officer for entering into STARS in time to be recorded for the October 2009 fiscal accounting month due to the Continuing Resolution (CR). We cannot ensure that we have adequate program obligations to post costs to all accounts. However, all allotments and allocations should be completed and program obligations posted before we process the November bill and post the October costs to STARS at the end of fiscal November.

Program charges for infrastructure and other fixed charges will be postponed in order to facilitate billing and to relieve program accounts of financing annual requirements with five-month's worth of funding. However, like your programs, Fund businesses require budget authority to obligate to vendors for their goods and services. We can keep these accounts funded during the CR by collecting program funds equal to five-month's of operations.

Payments for FY 2009

Timely payments to the Fund are necessary for the various business lines to provide uninterrupted contractual support and to execute initial acquisition plans for goods and services within established procurement deadlines as well as to ensure payments are made to vendors within the guidelines of the Prompt Payment Act.

“Funds shall be (1) collected at the beginning of the fiscal year and (2) sufficient to cover estimated costs of providing the goods and services for the fiscal year. In situations where full funding is not appropriated; i.e., during the period of a continuing resolution, a pro rata share of the customer organization's advance payment shall be paid to the WCF until full funding becomes available.” **CFO Guidance issued September 1998,**
“Working Capital Fund, Administrative Control of Funds.”

Special guidance will be issued shortly on the funding policies regarding the continuing Resolution.

Cost and Payment Analysis

The following tables are attached to assist you with your analysis of actual monthly WCF expenditures:

Table I Summarizes costs for the current billing cycle only and provides separate columns for some business lines to distinguish between charges that are assessed monthly and those assessed annually or quarterly.

October Charges Per Business Line

Supplies - The enclosed bill reflects actual usage of supplies for the month of October both as purchased through the various PAPERCLIPS Stores and as ordered through Requisition.

Mail Services - The enclosed bill includes charges for outgoing metered mail and express mail incurred during October. Charges for mail infrastructure will be held pending new appropriations.

Photocopying - This bill reflects charges for actual October usage. Per copy rates remain unchanged at 2.8 cents for central and staffed facilities; 1.5 cents for dedicated copiers; 50.0 cents for color copies. Rates for digitalization services are: scan only - \$.20; scan and Optical Character Recognition (OCR) - \$.28; scan, OCR and microfilm - \$.35.

Printing and Graphics - The enclosed bill reflects charges for Printing jobs ordered and Federal Register notices published during October. It also includes charges for indirect Graphics support at the rate of one-twelfth the annual assessment, based upon the pro-rata share of total service costs as determined by usage of such service in FY 2007.

Building Occupancy – There are no charges for the month of October. The business has a few outstanding issues that must be resolved prior to billing the quarterly rent.

Telephones - The October bill indicates the difference that results from the reversal of accruals billed last August and actual usage costs for August. For most programs this should represent small charges or credits for October. Infrastructure charges, based upon the number of phone lines currently assigned to your organization, appear at the rate of one-twelfth the annual estimate.

Network – October charges, based upon the number of LAN connections currently assigned to your organization, are included at the rate of one-twelfth the annual estimate. October charges for DOEnet are based on actual infrastructure costs at the respective sites.

Contract Closeout – The enclosed bill includes actual charges related to closeout of contracts during the month of October.

Purchase Card Surveillance – Annual Charges for this business segment will be delayed until annual funding is provided by Congress.

Payroll Processing – Annual Charges for this business segment will be delayed until annual funding is provided by Congress.

Corporate Human Resource Information System (CHRIS) – Annual Charges for this business segment will be delayed until annual funding is provided by Congress.

Corporate Training Services (CTS) – The bill reflects charges for Training Delivery Services for the month of October.

Project Management Career Development Program (PMCDP) – Annual Charges for this business segment will be delayed until annual funding is provided by Congress.

STARS – Annual Charges for this business segment will be delayed until annual funding is provided by Congress.

Financial Reporting Control Assessment – Annual Charges for this business segment will be delayed until annual funding is provided by Congress.

WCF Information Sources, Working Capital Fund Web Page

You may obtain additional information regarding the WCF by visiting the Working Capital Fund Web Page. Information available on the Web Page includes:

- The 2007 edition of the WCF Guide to Services, Policies and Procedures;
- FY 2009 Budget Projections;
- The monthly summary billing tables with accompanying transmittal memo;
- Announcements of upcoming Board meetings and Board meeting minutes;
- Quarterly Financial Status Reviews;
- An explanatory Overview and historical background of the Fund.

The new Web Page address is: <http://www.wcf.doe.gov>

Please contact Ronald Mayo (6-4911) if you have questions or comments.

Billing Inquiries

To deal with specific billing issues, we recommend that you contact the following individuals:

BUSINESS LINE	BILLING CONTACT	TELEPHONE
Administrative Services: Mail Printing and Graphics Copying	Michael Wolfe	(202) 586-6064
Building Occupancy Supplies	Michael Shincovich	(202) 586-1557
Information Management: Telephones Desktop Services Networking	Ann Warnick Judy Saylor Ann Warnick Judy Saylor	(301) 903-3056 (301) 903-4999 (301) 903-3056 (301) 903-4999
Contract Closeout	Deborah Black	(202) 287-1416
Payroll Processing	Jerry Odegard	(301) 903-4934
CHRIS	Robert Briede	(202) 586-7475
Corporate Training Services (CTS) On Line Learning Center (OLC) Training Delivery & Services (TDS)	Cheri Dent	(202) 586-9556
Project Mgt. Dev. Program (PMCDP)	Wanda Chambers	(202) 586-8114
STARS	Bob Emond	(202) 586-2354
A-123	Bob Emond	(202) 586-2354
Billing Process and Policies	Brian Boos	(301) 903-3858

We recommend that you use e-mail to communicate your questions, because that permits better tracking of concerns both by you and by us.

Thank you for your cooperation.

Attachments

ATTACHMENT 1

ADDRESS LIST FOR WCF BILLING

<u>PROGRAM</u>	<u>ADDRESSEE</u>	<u>COPY</u>
BPA	R. Seifert	D. Krauss
CF	J. Kellogg	
CI	D. Woomer	
CN	M. Anderson	
DR	C. Iager	
ED	J. Shea	
EE	A. Meacham	T. Heavey
EIA	N. Burnette	G. Kabat
EM	C. Rheaume	C. Fauble
FE	C. Roy	M. Jones
GC	D. Bullington	
HG	P. Spencer	F. Brown
HC	S. Deters	
HS	D. Herman	D. James
IG	L. Snider	D. Gillam
IM	A. Warnick	S. Garvey
IN	M. Anderson	B. Johnson
LM	M. Owen	M. Kennedy
MA/AB/S	M. Dillon	K. Kelly
NA	S. Minnick	J. Trainor
NE	S. Harlow	L. Soo Hoo
NR	J. Merritt	
OE	P. Trottier	M. Rodrigue
PA	P. Baker	
PML	M. Livingston	G. Ceja
PI	L. Morrow	S. Rush
RW	J. Phillips	
SC	V. Barden	T. Whipp
Office of Budget (CF-30)	J. Luczak	

WCF BOARD MEMBERS

<u>PROGRAM</u>	<u>ADDRESSEE</u>	<u>PROGRAM</u>	<u>ADDRESSEE</u>
CFO	S. Isakowitz	MA	I. Kolb
CIO	T. Pyke	NA	T. D'Agostino
EE	A. Karsner	SP	G. Podonsky
EI	G. Caruso	PI	K. Harbert
EM	J. Rispoli	SC	R. Orbach
FE	T. Shope, Acting	GC	D. Hill
HR	J. Pon	PML	J. Dodd
RW	E. Sproat	NE	D. Spurgeon

Summary of Current Month Bill - October 2008
(WHOLE DOLLARS)

Table IA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY		MONTHLY	MONTHLY	
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	DIGITAL	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY	PHONE USAGE	TELEPHONE INFRA.	TOTAL PHONE SERVICE
BPA	210	98	0	98	0	0	0	0	408	0	0	0	-12	986	974
CF	10,926	691	0	691	5,205	5,370	0	10,575	3,664	0	0	0	1,325	22,481	23,806
CI	58	163	0	163	79	0	0	79	583	0	0	0	-42	3,037	2,995
ED	1,554	755	0	755	952	3,241	0	4,193	1,615	0	0	0	189	3,628	3,817
EE	16,645	37,960	0	37,960	4,820	15,212	20	20,052	63,854	0	0	0	-373	35,535	35,162
EH	0	0	0	0	83	0	0	83	0	0	0	0	-16	0	-16
EI	13,808	3,479	0	3,479	2,483	3,352	574	6,409	63,346	0	0	0	-23	26,543	26,520
EM	34,330	2,851	0	2,851	6,850	33,990	3,074	43,914	7,953	0	0	0	1,274	33,366	34,640
FE	8,110	2,196	0	2,196	2,728	9,748	0	12,476	4,478	0	0	0	-177	11,990	11,813
GC	5,594	1,312	0	1,312	2,042	1,026	7,106	10,174	7,571	0	0	0	486	13,134	13,620
HC	7,745	2,737	0	2,737	2,546	13,293	0	15,839	8,124	0	0	0	701	10,215	10,916
HG	398	662	0	662	386	0	0	386	528	0	0	0	70	1,341	1,411
HS	18,259	5,580	0	5,580	9,737	4,592	0	14,329	5,597	0	0	0	2,761	39,637	42,398
IG	3,143	2,104	0	2,104	367	647	0	1,015	7,404	0	0	0	114	6,863	6,976
IM	17,914	1,069	0	1,069	4,338	18,799	0	23,136	4,985	0	0	0	1,838	34,431	36,269
IN	9,775	4,945	0	4,945	2,297	0	0	2,297	3,016	0	0	0	-16,636	17,866	1,230
LM	960	1,001	0	1,001	581	3	0	584	725	0	0	0	369	1,499	1,868
MA	14,909	8,713	0	8,713	16,275	30,152	0	46,426	18,688	0	0	0	1,488	36,245	37,733
NA	39,694	4,618	0	4,618	14,270	4,415	0	18,684	24,858	0	0	0	5,927	81,799	87,725
NE	8,295	1,579	0	1,579	2,759	2,794	1,270	6,823	2,745	0	0	0	277	11,990	12,267
NR	0	61	0	61	0	0	0	0	566	0	0	0	-592	0	-592
OE	1,962	292	0	292	690	431	154	1,274	6,776	0	0	0	1,322	4,260	5,582
PA	328	370	0	370	945	0	0	945	1,360	0	0	0	186	1,656	1,842
PI	3,635	627	0	627	2,178	2,780	0	4,958	1,905	0	0	0	1,630	6,705	8,335
RW	3,167	1,019	0	1,019	2,295	26	0	2,320	5,549	0	0	0	8	6,232	6,240
S	1,788	1,282	0	1,282	2,567	200	0	2,767	10,160	0	0	0	-22	7,927	7,905
SC	20,428	4,037	0	4,037	4,408	7,372	0	11,780	26,999	0	0	0	2,594	30,369	32,963
WAPA	34	48	0	48	0	83	0	83	4,993	0	0	0	-4	473	469
FO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	243,668	90,249	0	90,249	91,880	157,525	12,198	261,603	288,450	0	0	0	4,662	450,208	454,870

Summary of Current Month Bill - October 2008
(WHOLE DOLLARS)

Table IB

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL	ANNUAL		ANNUAL	ANNUAL	QUARTERL Y	MONTHLY		ANNUAL	ANNUAL	ANNUAL	ANNUAL	
ORG CODE	NETWORK	CLOSEOUT	DCAA	PURCHAS E CARD SURVEILL ANCE	TOTAL CONTRACT	CHRIS	PAYROLL PROCESS	ONLINE LEARNING CENTER	TRAINING DELIVERY AND SERVICES	TOTAL CORPORATE TRAINING SERVICES	PMCDP	STARS	INTERNAL CONTROLS	INDIRECT FUND ADMIN.	MONTHLY TOTAL
BPA	3,894	0	0	0	0	0	0	0	0	0	0	0	0	0	5,584
CF	36,071	300	0	0	300	0	0	0	0	0	0	0	0	0	86,033
CI	3,623	0	0	0	0	0	0	0	0	0	0	0	0	0	7,501
ED	4,807	0	0	0	0	0	0	0	0	0	0	0	0	0	16,742
EE	51,493	1,500	0	0	1,500	0	0	690	0	690	0	0	0	0	227,357
EH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	67
EI	460	300	0	0	300	0	0	4,140	0	4,140	0	0	0	0	118,462
EM	61,219	300	0	0	300	0	0	5,520	0	5,520	0	0	0	0	190,726
FE	38,493	350	0	0	350	0	0	690	0	690	0	0	0	0	78,606
GC	10,795	0	0	0	0	0	0	3,450	0	3,450	0	0	0	0	52,516
HC	16,696	0	0	0	0	0	0	1,380	0	1,380	0	0	0	0	63,437
HG	1,619	0	0	0	0	0	0	0	0	0	0	0	0	0	5,004
HS	28,248	19,250	0	0	19,250	0	0	690	0	690	0	0	0	0	134,351
IG	7,379	0	0	0	0	0	0	0	0	0	0	0	0	0	28,021
IM	53,773	600	0	0	600	0	0	0	0	0	0	0	0	0	137,746
IN	1,567	0	0	0	0	0	0	0	0	0	0	0	0	0	22,830
LM	13,546	300	0	0	300	0	0	0	0	0	0	0	0	0	18,983
MA	38,369	10,850	0	0	10,850	0	0	2,070	0	2,070	0	0	0	0	177,759
NA	105,535	950	0	0	950	0	0	2,760	0	2,760	0	0	0	0	284,825
NE	14,008	0	0	0	0	0	0	0	0	0	0	0	0	0	45,716
NR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	35
OE	6,096	0	0	0	0	0	0	690	0	690	0	0	0	0	22,672
PA	1,958	0	0	0	0	0	0	0	0	0	0	0	0	0	6,803
PI	9,513	850	0	0	850	0	0	1,380	0	1,380	0	0	0	0	31,203
RW	17,719	0	0	0	0	0	0	0	0	0	0	0	0	0	36,015
S	4,439	0	0	0	0	0	0	0	0	0	0	0	0	0	28,342
SC	34,299	0	0	0	0	0	0	0	0	0	0	0	0	0	130,506
WAPA	12,112	0	0	0	0	0	0	0	0	0	0	0	0	0	17,739
FO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	577,733	35,550	0	0	35,550	0	0	23,460	0	23,460	0	0	0	0	1,975,583